



PLATINUM CHARITIES

4760 Preston Rd., Ste 232, Frisco, TX 75034
office@platinumcharities.org

Volunteer Application

PLEASE READ BEFORE COMPLETING THIS APPLICATION

Platinum Charities not discriminate in the recruitment and placement of volunteers based on race, color, religion, national origin, sex, marital status, disability or age. No question on this application is intended to secure information to be used in a discriminatory manner. Your completed application will be reviewed carefully; however, its receipt does not imply that you will be utilized.

PLEASE COMPLETE FORM ENTIRELY

Personal Information

Last Name:

First Name:

MI:

Date of Birth:

Phone:

Email:

Residential Address:

City:

State:

Zip:

Please indicate how long you are wanting to commit as volunteer for Platinum Charities?

i.e., 6 months, 1 year, etc

Volunteering Availability & Special Skills

What skills do you have? (i.e., marketing, writing, graphics,)

Please indicate the times and days you are available to volunteer (minimum 4 hrs. per week):

	Sun	Mon	Tues	Wed	Thu	Fri	Sat
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Why are you seeking a volunteer position?

- Personal fulfillment/extra time
- Community service for school

How many hours are required?

School Name?

Occupation/Language

Employer:

Job Title:

Address:

City:

St:

Zip:

Does your employer offer a match/incentive for volunteering?

Yes

No

Do you know a foreign language(s)? Please list:

Read

Write

Speak

For Statistical Purposes

How did you learn about PC?

Comments

Please leave any comments you may want to add here:

Specific Skills & Experience

Please check all that apply.

- Social Media PR
- Events Fundraising Videography
- Marketing Organizing Website editor

Organizational Needs

Please indicate which program you are interested in and we will do our very best to match your availability with our needs. Platinum Charities reserves the right to place volunteers where the need is greatest.

- Outreach/Administrative Offices (please select location preference below)

This position will help with administrative duties. Some of these duties are listed below

Volunteer opportunities may include some of the following:

- Creating quarterly newsletter - Mailchimp
- Administrative support
- Branding/PR opportunities
- Creating or assisting with fundraiser campaign for North Texas Giving/Tuesday Giving
- Assisting with the volunteer program
- Activation and special events
- Website editor - WordPress

- Grant/Sponsorship Writers (please select location preference below)

Grants and sponsorships are needed for each of our events and programs; All-Star Readers, All-Pro Skills football camp, Scholarships for at-risk kids, and Put Yourself In Her Shoes domestic violence program.

- DFW - TX
- Cleveland, OH

Volunteer opportunities Include:

- Research local and national companies for upcoming events
- Research local and national companies and grants for our programs
- Assist in creating documents
- Creating or assisting in making sponsorship packages
- Administrative support

- All-Star Readers (please select location preference below)

The program encourages grades 1st – 5th to achieve reading growth by hosting various events such as; literacy drives and book distribution for summer reading.

- DFW - TX
- Cleveland, OH

Volunteer opportunities include:

- Assist and/or organize a book-drive
- Organize and transport donations
- Look for community partnership opportunities

PC/Volunteer Agreement

The intent of this agreement is to assure our volunteers the deep appreciation for your services and to indicate our commitment to do the very best we can to make your volunteer experience here a productive and rewarding one.

Platinum Charities Agrees to:

Platinum Charities agrees to accept the services of (volunteer) and commits to the following:

1. To provide adequate information, training, and assistance for the volunteer to be able to meet the responsibilities of their position.
2. To provide support, supervision, and any necessary evaluations to the volunteer.
3. To promptly discuss any problems, questions, or comments that may arise.
4. To respect the skills, dignity, and individual needs of the volunteer, and to do our best to adjust to these individual requirements.
5. To be receptive to any comments from the volunteer regarding ways in which we might mutually better accomplish our respective tasks.
6. To treat the volunteer as an equal partner with agency staff, jointly responsible for completion of the agency mission.
7. To inform volunteers of any changing policy that may affect their work area.

Volunteer Agrees to:

Volunteer agrees to serve as a volunteer and commit to the following:

1. To perform my volunteer duties to the best of my ability.
2. To adhere to agency rules and procedures, including record-keeping requirements, and maintaining confidentiality regarding partnerships, donor's information, and staff.
3. To meet my agreed upon time and duty commitments, or to provide 24-hr notice to supervisor or volunteer coordinator.
4. To act at all times as a member of the team responsible for accomplishing the mission of the agency and to attempt at all times to be non-judgmental in dealing with others and to promote client self-determination.
5. To communicate with the volunteer coordinator any change in the status of my volunteer commitment.

References:

References: List two people other than relatives who would be willing to serve as personal references.

1. _____

Name

Telephone Number

Street Address City State Zip Code

E-mail Address

2. _____

Name

Telephone Number

Street Address City State Zip Code

E-mail Address

Emergency Contact: In the event of an emergency, please list the person you would want notified.

Name

Relationship

Home Telephone /Number Business Telephone/ Number Cellular Phone Number

Statement of Understanding:

I certify that all information is true and has been given voluntarily. I understand that this information may be

disclosed to any party with legal and proper interest. I release the agency from any liability whatsoever for supplying such information.

I understand that I must be at least 15 years of age to volunteer at Platinum Charities and if I am under the age of 18 years of age and/or attending high school I will need parental consent.

Upon being offered a volunteer position, I understand that I may be required to provide additional information pertinent to the position for which applied.

Applicant's Signature: _____ Date: _____

Parental Signature: _____ Date: _____